



National Archives and Records Administration

JUN 02 2003

8601 Adelphi Road
College Park, Maryland 20740-6001

Susan Frey
Department of Energy
IM-11
19901 Germantown Road
Germantown, MD 20874-1290

Dear Ms. Frey:

In Fiscal Year 2003, the NARA Records Center Program (RCP) offered Stratified Report Invoicing. This service is being offered again in FY04 to our customers. Stratified invoices will provide you with an invoice that reports records center services below the record group. Stratified reports will allow you to determine which administrative sub-units within your agency received records center services and their related cost. Your agency will still continue to receive one invoice from the RCP each month that will provide a complete break out by charge codes (see below) assigned to specific records by your agency. If you currently have more than one office sharing a record group and would like to determine the records center services provided for each office, Stratified Report Invoicing is for you!

To enable us to provide this service, we will need to work closely together.

You will need to:

- ◆ Determine a unique two character alpha-numeric "charge code" for each unit of the organization for which a report breakout is desired, i.e., an administrative sub-unit that shares a record group.
- ◆ Require that the appropriate charge code is annotated prominently on all requests for RCP services, i.e., annotate the charge code on every SF 135, OF 11, CIPS request, e-mail request, letter request, refile document, and interfile document sent to NARA records centers for action. You must ensure that this requirement is in place prior to the beginning of the fiscal year (October 1, 2004).
- ◆ Obtain a list of your current records center holdings from your RCP Account Representative. You will use this list to annotate each transfer (accession) number with a charge code. Once this has been completed, you will need to return the electronic listing to the Account Representative.

These actions will enable your Account Representative to provide you with a monthly stratified invoice that will provide the record group, related charge codes, holdings, services, and related costs.

If you would like to begin using this service in Fiscal Year 2004, please contact Michele Romero, your Account Representative, at 301-837-2917, no later than August 1, 2003, for detailed instructions.

If you have used this service in Fiscal Year 03 and no longer wish to or have the need to continue, or would like to change codes, please contact your Account Representative.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Weinberg', with a stylized flourish extending from the end.

DAVID WEINBERG
Director, Records Center Program